

What documents or resources are available for EMPG exercise requirements?

Each fiscal year's Local EMPG Guide and associated Information Bulletins are available at <http://www.txdps.state.tx.us/dem/CouncilsCommittees/EMPG/info.htm>

Training and Exercise Planning and general exercise information and reporting information are available on the TDEM Exercise Unit webpage at <http://www.txdps.state.tx.us/dem/Preparedness/exerciseUnit/index.htm>.

The updated DHS Homeland Security Exercise and Evaluation Program (HSEEP) 2013 web-site is <https://hseep.preptoolkit.org/>.

Where can I find the EMPG exercise requirements listed?

The overarching requirements are listed in each fiscal year's Local EMPG Guide and any Information Bulletins. Generally, each jurisdiction must conduct two discussion-based exercises and one operations-based exercise demonstrating a progressive exercise program. A full-scale exercise must be conducted and evaluated at least every three years. A Multi-Year Training and Exercise Plan must be submitted. EMPG Funded individuals must actively participate in three exercises.

What activities are eligible for EMPG exercise credit?

Discussion-based exercises include seminars, workshops, tabletops and games. Special Event planning may also count as a discussion-based exercise. Operations-based include drills, functional and full-scale exercises. Substitute exercise credit is available for real-world incidents which meet additional conditions.

Are all sections of the After Action Report and Improvement Plan required for all exercises?

No. For general information, see the Local EMPG Guide and associated Information Bulletins. Additional information is available in the *After Action Report and Improvement Plan Instructions* available in the TDEM Exercise Unit webpage.

Where can I find the requirements for each type of exercise activity listed?

The overarching requirements are listed in each fiscal year's Local EMPG Guide. Each exercise has designated minimum requirements to include: 1) the number of emergency management and emergency response and support agencies, 2) required participation of the CEO, 3) the number of core capabilities that must be tested and evaluated, and 4)

required testing and evaluation of direction and control. Additional guidance may be provided in Information Bulletins.

Must the Chief Elected Officer (CEO) be present the entire time for the jurisdiction to receive exercise credit?

Although it is preferable, it is not required. TDEM recognizes that CEOs are extremely busy and frequently not available for several hours. At a minimum, the CEO or plan designated representative should receive a briefing for situational awareness of the exercise and scenario, then be in contact during exercise play.

Which Core Capabilities will fulfill the “Direction and Control” requirement for exercises?

Testing and evaluating the “Operational Coordination” core capability will fulfill the Direction and Control exercise requirement.

Where can I find the AAR/IP Templates posted?

TDEM AAR/IP templates are posted on the Exercise Reporting Information and Forms page. Templates are available in .doc, .docx, and .pdf formats. The HSEEP AAR/IP template is available on the HSEEP homepage.

Where can I find the TEP template posted?

The template is available under the “Training and Exercise Planning Workshops” link on the TDEM Exercise Unit webpage.

Can an Operations-based exercise fulfill a Discussion-Based exercise requirement?

Yes, but only once per fiscal year.

What qualifies as a Special Event, and what are the requirements?

The overarching requirements are listed in each fiscal year’s Local EMPG Guide. At a minimum, attendees should include two emergency management/ emergency service agency representatives as well as a representative from the event (promoters, organizers, venue management, etc.). Topics should include a minimum of four core capabilities that would be involved should a major emergency or disaster occur at or during the event.

NOTE: The event itself is NOT eligible for exercise credit.

NOTE: For more information and guidance on planning for special events, see the DHS/FEMA Independent Study course IS-15b, *Special Events Contingency Planning for*

Public Safety Agencies at <http://www.training.fema.gov/EMIWeb/IS/IS15b.asp>. It is an excellent course and the job aids are extremely helpful.

Can jurisdictions receive substitute exercise credit for a Real World Incident (RWI)?

Substitute exercise credit is available for real world incidents which meet the full-scale exercise requirements and three additional conditions. To receive this substitute exercise credit for a single operations-based exercise, the jurisdiction shall document, in a full After Action Report and Improvement Plan (AAR/IP) that a minimum of three of the following conditions were met during the incident response.

- The jurisdiction's chief elected official or a designated representative identified in the jurisdiction's emergency management plan participated
- At a minimum, four emergency management core capabilities must be tested and evaluated (one must include the jurisdiction's Operational Coordination)
- A declaration of local disaster was issued
- The emergency response involved resources from outside the jurisdiction

NOTE: RWI may be used to meet EMPG exercise requirements only once per fiscal year and does not substitute for the triennial full-scale exercise requirement

What is the difference between an “event” and an “incident”?

DHS/FEMA in the National Incident Management System (NIMS) has defined an event to be a planned, non-emergency activity such as parades, concerts, or sporting events. An incident is an occurrence, natural or human-caused, that requires an emergency response to protect life or property. Incidents can include terrorist attacks, wildland and urban fires, floods, hazardous materials spills, aircraft accidents, tropical storms, public health and medical emergencies.

What is the difference between “jurisdiction” and “individual” requirements?

FEMA has mandated that every individual who receives EMPG funds, regardless of the amount, as part of their pay or benefits must actively participate in three exercises during the reporting period. An individual may participate in an exercise outside their jurisdiction and receive credit. The jurisdiction cannot receive credit if one emergency manager participates in another community's exercise. Jurisdiction exercise credit requires multiple agency or function participation.

What is “Active Participation” for individual exercise credit?

Active participation would include all exercise player positions except observer and volunteer victim. For seminars, both the presenters and attendees may receive active participation credit.

What is considered “Local EOP Partner” for exercise credit?

Each EMPG jurisdiction lists signatory communities within the EMPG agreement. Any department, agency or office of those governments is considered a partner. Any non-governmental organization, non-profit or for-profit organization that is by name assigned responsibilities within that EOP is considered a partner. For example, local hospitals are most commonly a for-profit organization, yet they are included in local plans for emergency treatment of victims, decontamination and disease outbreak. School districts are often included in local plans for mass transportation, sheltering and mass prophylaxis. Volunteer and social service agencies such as a food bank or United Way are included for mass care, feeding, and human services. As such, these organizations receive special consideration for communications, information sharing, and lifeline restoration. These organizations often serve more than one jurisdiction and therefore may be partners with more than one jurisdiction.

What is considered “Mutual-Aid” for exercise credit?

Agencies and departments from governments outside the EMPG jurisdiction are considered mutual aid.

What provisions are made for local jurisdiction exercise credit when participating in “geographic” exercises?

“Geographic” exercises, sometimes called “regional exercises,” are considered to be an exercise involving many jurisdictions over a large geographic expanse. Each jurisdiction may claim the exercise type which their representatives performed. For example, if jurisdiction A is conducting a full-scale exercise and jurisdiction B participates by sending a shelter team or HazMat team to perform their specialty functions, jurisdiction B may report a drill. If jurisdiction B activated their EOC capability and interacted virtually but did not deploy assets, jurisdiction B may report a functional exercise. Each jurisdiction must submit a complete AAR.

It is preferable for each jurisdiction to include the minimum number of agencies required by the type of exercise activity. However, to maximize participation in and the benefits of “geographic” interaction, once per year an EMPG jurisdiction may reduce the number of participating agencies by one at a “geographic” discussion-based workshop, game or tabletop exercise.

In the example below, County A is conducting a full-scale exercise. In coordination, County B will be sending a recently trained Shelter Operations team to participate; allowing the county to claim a drill. City 1 will be testing their new communications and information systems with an associated functional exercise. City 2 has identified a new shelter and evacuation agreement with the ISD and will be validating it with a concurrent tabletop. City 3 has a newly developed emergency management staff that will be observing in the County A Emergency Operations Center. This joint exercise is considered a “regional” or “geographic” exercise. Only City 3 would be ineligible to receive exercise credit.

